

Frequently Asked Questions Regarding the New Monitoring Report Forms

Question: How do I go about filling out the Lab Certification row on the new monitoring report forms?

Answer: For the DMR's, fill out the boxes starting from the farthest left box. If there are less than 5 lab certification numbers, leave the remaining boxes blank.

For the WCR's, start from the first lab certification box and complete the following boxes as needed. If there are less than 5 lab certification numbers, leave the remaining boxes blank.

If more than 5 labs are used enter the five that analyzed the most parameters and indicate the remaining certification numbers as a comment on the monitoring report cover sheet.

Question: When reporting the Certified Lab ID Number on the WCR and the DMR, do all blocks have to be filled in even if only one lab was used? In the past, there would be a violation if all blocks were not filled in.

Answer: Use as many of the fields as necessary and leave unneeded fields blank. Leaving four blank fields does not trigger violations.

Question: What do I enter in the *Laboratory Certification* fields?

Answer: The lab certification number. You may enter up to five different lab certification numbers. If less than five labs are used, leave the remaining fields blank.

Question: The Wastewater Characterization Reports do not have any places for me to report my loadings as required by the permit. Where should I place these values?

Answer: Loading requirements are no longer required for parameters on the Wastewater Characterization Reports.

Question: I am inquiring about the updates to the DMR forms. ChemSW creates the DMR form in excel for our customers. I have had a number of inquires from New Jersey asking if you will accept these forms. They have always been accepted in the past without any problems. If we update the form to match what you are currently sending to the permit holders will it be acceptable?

Answer: Unfortunately, at this time all permittees are required to submit the original forms. As cited on the top of page 2 of the yellow letter mailed with the DMRs, "Note: only original DEP forms may be submitted; no alternative forms will be approved for submission." However, please be advised that this issue may be only temporary. The Department is still in the process of working out the quarks with the new NJEMS system. Once all the quarks of the system have been fixed, permittees will be notified on authorization of programs that mimic the Department's DMRs. Thank you.

Question: Since only original DEP forms are acceptable, are we expected to fill these out by hand? If this is the case, I feel it's a huge step backwards considering the

computer technology currently available. This will also lead to transcription errors if we have to hand write all of the information on these forms.

Answer: The Department agrees that filling out the forms by hand, instead of filling them out electronically will lead to transcription errors. Please note that this requirement is in place only in the interim. In the near future, NJEMS will be expanded to allow for electronic submission reporting forms.

Question: Can I submit the results electronically? If not, when will this be available?

Answer: The electronic submittal of monitoring report forms is not yet available. However the Department will shortly begin the conceptual design phase of this piece of the new New Jersey Environmental Management System (NJEMS). If you are interested in reporting electronically we advise you to contact your NJPDES permitting case manager asap so that you may be considered as an active participant in the development process.

Question: I have a spreadsheet program which duplicates the DMRs. Can I still use that program and send in my version of the DMRs?

Answer: As cited on the top of page 2 of the yellow attachment to the DMR's, "Note: only original DEP forms may be submitted; no alternative forms will be approved for submission."

Question: Do we still use "less than" signs when a result is not detected or do we just report the detection limit then the appropriate code in the remark column?

Answer: For DMRs:

Enter the less than sign "<" and the detection level. For example, "< 0.05 µg/L".

For WCRs:

You can enter either the less than sign, or the remark code or BOTH.

Question: What is the difference between Code K, Code T and Code U?

Answer: We did intend to use K and T for two different purposes. K is used to report a real value such as .08 mg/l for CPO with the detection level for the lab being 0.1 mg/l. reporting .08K gives us more information than report less than .1 mg/l. Now should the lab report that CPO was present but they were unable to quantify, they would report .1T. These means that CPO is present but well below the level that the lab can quantify. If reported by the lab as ND, then they use the detection level of .1 with U to indicate that CPO was analyzed but not detected.

For code K, T and U, enter the less than signs as well.

Question: Can the *Remark Code* column be left blank if it is not applicable?

Answer: The *Remark Code* column should be left blank if it is not appropriate.

Question: On the DMRs, what should be entered in the *No. Ex.* column (Number of Exceedences) if none occurred during the reporting period.

Answer: Enter "0".

Question: On each of the submittal forms, there is no place for the licensed operator to sign; only the executive director. Also, there is no place to enter the amount of hours attended at the plant by a licensed operator. Are these no longer required?

Answer: The Department no longer requires that the Licensed Operator information be submitted. The Monitoring Report Submittal Forms require only the Principal Executive Officer or Authorized Agent to sign. Please note that previously the Principal Executive Officer or Authorized Agent and the Licensed Operator were required to sign *every* page of the DMRs. However, with the new forms, only one signature is required on the submittal form for each type of form.

Question: Where do I enter the Licensed Operators hours and associated information?

Answer: On the monitoring report submittal form, the licensed operators information is no longer required to be submitted.

Question: I have already completed my required monitoring for a particular WCR. What should I do with the form.

Answer: Report Code = N for each parameter on the sample report form.

Question: Is the “sample date of report” the date the report was filled out or the date the sample was pulled?

Answer: When filling out this field, make sure to enter the date the sample was taken and not the date the form was filled out. If the sample is a composite, then it is the date the first sample was taken to make the composite.

Question: Although we are only required to analyze copper, silver, and zinc quarterly for our effluent, we perform these monthly. Do we average the results from July through September and wait until September's reports are due to submit them?

Answer: In order for additional data to entered into the system, the permit documents must be changed. Please contact your facility manager, at the number specified on your monitoring report forms, to create a place on the monthly monitoring forms for this data and remove the monitoring requirement from the quarterly form.

Question: When are the monitoring reporting forms due?

Answer: This varies and depends on your specific NJPDES permit requirements. Your specific monitoring period will be reflected on the top of the monitoring report form and can also be found in part III of your new NJPDES NJEMS permit. In general your reports are due as follows:

Residual forms are due 60 days after the end of the reporting period.

Surface Water forms are due 25 days after the end of the reporting period.

Ground Water forms are due 25 days after the end of the reporting period.

Storm Water forms are due 25 days after the end of the reporting period.

SIU forms are due 25 days after the end of the reporting period.